

Who can initiate an EPAF?

Only authorized employees with access in Self Service Banner (SSB) to originate EPAFs can create an EPAF. EPAF Originators will have to complete EPAF Originator Training prior to being able to generate an EPAF.

3. What should an EPAF Originator do when they realize a submitted EPAF transaction has errors?

If the transaction status is **Waiting**, the originator can correct the error on the transaction in SSB. If the transaction status is **Pending**, the originator should go to the Originator Summary, view the EPAF, and return the transaction for correction. Once it has been returned the originator can correct the error. If the transaction status is **Approved** or **Complete** the originator will have to contact their payroll office for assistance.

4. Is it possible for an Approver to approve an EPAF if an approver at a lower level still needs to approve it?

No. Banner sends transactions sequentially through the approval queue, so the first approver must take action before the second approver can, and so on.

5. What should an Approver do if he or she discovers an error on an EPAF awaiting their approval?

The Approver should add a comment with information about the error and return the EPAF for correction.

6. Can an EPAF be disapproved after it has been approved?

No. Not by an approver who has already approved the EPAF. The next approver or a superuser should be contacted and asked to return the EPAF for correction. The originator can then take the appropriate action.

7. How does one know if there are EPAFs awaiting approval?

Approvers can look at their Approver Summary to see all EPAFs awaiting approval. As a courtesy, a brief daily e-mail will be sent to approvers who have EPAFs awaiting approval.

8. Should EPAF Originators set up Default Routing Queues?

Setting up Default Routing Queues for Approval Categories is optional. However, if Default Routing Queues for Approval Categories are not setup, every time the user enters an EPAF transaction using that Approval Category they will have to manually enter USER IDs for all the approval levels before submitting the EPAF.

9. Can the query date on an EPAF be changed?

Once an EPAF has been saved (the transaction status = **Waiting**), the query date cannot be changed. If the query date is incorrect, the EPAF will have to be deleted and re-entered.

